

## **East Providence Housing Authority**

### **REGULAR MEETING**

**November 17, 2009**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at 5:00PM by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Paul Tavares and recited by those in attendance.

#### **ROLL CALL:**

Present: Chairman, Richard Smith, Commissioners Antero Braga, John Faria, Anthony Palumbo, Dorothy Tillou, Lynn Vargas and Director Paul Tavares. Vice Chairperson Marianne Barao was excused.

#### **APPROVAL OF MINUTES:**

Regular Meeting – October 20, 2009, Motion by Commissioner Faria to accept the minutes as presented, Second by Commissioner Vargas. All Commissioners voted aye.

#### **PRESENTATIONS:**

None

#### **DIRECTOR'S REPORT:**

- Director Tavares took the opportunity to explain to the Commissioners the process utilized by the Housing Authority as it relates to work orders. He explained how work orders are generated. He also told the Commissioners that he monitors the travel and completion of these work orders on a regular basis. As an example, he informed them that 238 work orders had been open in the month of September, 217 of them being closed or completed. 281 were opened in October, with 254 being closed or completed. He also stated that on average, there are about 150 to 200 work orders pending closure or completion. He complimented the maintenance department on the volume of work that they accomplish. He then answered questions from various Commissioners.
- The Directed updated the Commissioners relating to the elevator restoration project. He stated that the project is near completion and to date has gone very smoothly. He updated them as to the State Elevator Inspectors' concerns, discussed at a previous meeting, and as to the favorable resolution. He also informed them that security cameras will be placed in, not only City View elevators, but at Goldsmith and Harbor View as well.

A motion was made by Commissioner Palumbo and seconded by Commissioner Tillou to accept the Executive Directors report as presented. Motion was approved unanimously.

#### **PUBLIC HOUSING VACANCY REPORT**

Lori Pontus reported that there are 12 vacant units. Harbor View has 5, Warren Avenue 1, City View 4 and Goldsmith 2. Seven of the twelve vacancies have pending rentals. She noted that there appears to be an increase in first and second refusals. She explained how our policy allows for three refusals before removal from the waiting list.

Commissioner Faria moved and Commission Braga seconded a motion to accept the Vacancy Report as presented. Motion carried.

## **SECTION 8 OCCUPANCY REPORT**

Terry Correia reported that one new voucher was issued in September and she expects to lease up four new applicants in November and an additional four in December. She stated that she continues to monitor the expenditure of funds in the Section 8 reserve fund.

### **FSS Program Update**

Terry Correia reported that there are now 12 total participants in the program with our target goal being 25 and that the program coordinator continues to aggressively market the program. A written report was distributed to all Commissioners.

Commissioner Faria moved and Commission Tillou seconded a motion to accept both the Section 8 Occupancy Report and the FSS Program Activity Report as presented. Motion carried.

## **PAID BILL REPORT**

Director Tavares identified several of the larger items on the paid bill report and gave explanations for them. After several questions by Commissioner Braga concerning legal expenses and by Chairman Smith concerning, Great American Leasing Corp., Commissioner Palumbo moved and Commissioner Faria seconded a motion to approve the October, 2009 **(\$140,595.04)** Paid Bill Report. All Commissioners voted in favor.

### **UNFINISHED BUSINESS:**

None

### **REQUISITIONS:**

None

### **RESOLUTIONS:**

None

### **NEW BUSINESS**

None

## **ADJOURNMENT**

Commissioner Faria moved and Commissioner Braga seconded a motion to adjourn the meeting at 5:30PM. Said motion was approved.

Respectfully submitted,

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Paul J. Tavares  
Executive Director/Secretary

Transcribed by pjtavares